

Grievance Procedure

Freedom to Present Grievances

The member shall be free to present grievances in the prescribed manner and shall be assured freedom from discrimination, coercion, restraint or reprisal in presenting grievances.

Use of Grievance Procedure

A member who is dissatisfied with any aspect of his position shall be entitled to utilize the grievance process outlined in this article. No court action shall be filed unless the matter addressed in it shall first have been raised using this grievance.

A member who feels aggrieved should first discuss his grievance informally with his supervisor. If the member remains dissatisfied, the following grievance procedure defined in section herein shall be followed.

Formal Grievance Procedure

A member shall present the grievance in writing to his supervisor; the supervisor shall respond in writing to the member within five working days of receipt of the written grievance. When the action being grieved is the discharge of the member, the first step in the grievance procedure shall be to present the grievance in writing to the EMS Manager.

Where the member has complied with this and remains dissatisfied, the member may then appeal the grievance in writing to the Community Board. The written appeal must be presented within five working days of receipt of the supervisor's written response.

In cases where the appeal is filed with the EMS Manager, the EMS Manager shall respond in writing to the member within five working days of the receipt of the written complaint from the member. This period may be extended by written notice to the member within the initial five days; however, in no case will a determination go beyond 30 days.

If the member is not satisfied with the written response of the EMS Manager, the member shall so indicate in a written statement to the EMS Manager within five working days of receipt of his written response. The EMS Manager shall then schedule within 10 working days a conference with the member to discuss the grievance.

If the member remains dissatisfied having complied with this section, the member shall, within five days of the conference with the EMS Manager, submit a request to the EMS Manager that the grievance be heard by the Community Board.

The Community Board shall confer with the EMS Manager, appropriate supervisory personnel, and the member. The Community Board shall render a finding in writing to the member concerning the grievance within 30 working days after the member's request is submitted to the EMS Manager or to the Community Board when the written grievance or appeal is filed directly with them.

An appeal of the finding by the Community Board may be taken to a court of competent jurisdiction within 30 calendar days of the mailing or hand-delivery to the member of the written decision of the Community Board. Failing either appeal, the action of the Community Board decisions shall be final.

Prohibited Acts

The following is a list, not intended to be all-inclusive, of acts prohibited by members of the Service or its agents:

- perform his work in an unsatisfactory manner.
- presume to speak on behalf of the Service without the express prior approval of the EMS Manager.
- plan, participate in, or provide assistance for any form of malicious destructive action against the Service.
- remove, use, or destroy Service property without approval
- provide false information on Service records or documents.
- release confidential information.
- conduct himself in an unprofessional manner that reflects adversely on the Service.
- disobey a legal instruction or order given by a supervisor or the EMS Manager.

The Service prohibits harassment of its members in any form. No superior shall threaten or insinuate, either explicitly or implicitly, that a member's position, advancement, assigned duties, or any other condition will be adversely affected by a member's refusal to submit to sexual advances.

Other sexually harassing conduct in the work place, whether committed by supervisory or non-supervisory personnel, is also prohibited; such conduct includes offensive sexual flirtations, advances, propositions, comments about an individual's body, sexually degrading words used to describe an individual or the display in the workplace of sexually suggestive objects or pictures.

Any harassment should be reported to the EMS Manager and such conduct may result in disciplinary action at the discretion of the EMS Manager up to and including termination. Should the EMS Manager fail to act responsibly or be involved in said harassment, the

complaint may be submitted directly to the Community Board.

No member of the Service shall be personally responsible for stolen or damaged Service property except in cases of deliberate or negligent acts as determined through proper administrative or judicial procedure.

The Service shall maintain offices that offer a safe and healthy working environment for all members. The Service shall comply with all applicable federal, state and local statutes, rules and regulations pertaining to the health and safety of members.

Workplace Policy

The Service shall maintain a drug free workplace policy.

The Service shall maintain an exposure control plan to reduce the risks of infection by blood-borne pathogens.

Upon departure from the Service, the member is expected to return all property and keys to the EMS Manager or designee of the Manager.

The member may receive an evaluation on termination.